



**Snohomish County**  
Planning and Development  
Services

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#### ONLINE INFORMATION

[www.snohomishcountywa.gov/1190](http://www.snohomishcountywa.gov/1190)



This Assistance Bulletin only applies to property within unincorporated Snohomish County and does not apply to property within incorporated city limits.

# Conditional Use Permits

Assistance Bulletin

# #39

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**Keyword: Assistance Bulletins**

## Q: What is a “conditional use?”

**A:** It refers to a land use requiring special review to ensure compatibility with existing, permitted uses in the same zone.

## Q: What is a Conditional Use Permit?

**A:** It is a Type 2 Permit Application that will be processed according to the requirements of chapter 30.42C. It allows a property owner to develop property with special uses imposing conditions to help maintain a balance with the surrounding neighborhood. (See PDS [Bulletin #37](#), Zoning Use Matrix.)

## Q: Who needs to apply for a Conditional Use Permit?

**A:** In most residential zoned areas, facilities such as schools, churches, daycare centers, cell towers, commercial kennels, and government facilities would need to get a Conditional Use Permit. In most zones, private garages or storage buildings larger than 2,400 square feet, to be located on property which does not contain a single family residence or duplex, would need a Conditional Use Permit. In most zones, private garages or storage buildings larger than 4,000 square feet, to be located on property containing a single family residence or duplex, would need a Conditional Use Permit.

## Q: How do I know if I need a Conditional Use Permit?

**A:** If you're unsure whether you need a permit, call PDS at (425) 388-3311 or visit our Customer Support Center on the 2<sup>nd</sup> Floor of the Robert J. Drewel Building, 3000 Rockefeller Avenue, in downtown Everett. PDS staff will give you conditional use information and can also provide information on the pre-application process.

## Q: How do I get a Conditional Use Permit?

**A:** The Snohomish County Hearing Examiner will make the decision to grant or deny the Conditional Use Permit. The hearing examiner will consider all established standards, criteria, and policies regarding the proposed use within the proposed zone, and may also impose conditions that help maintain a balance with existing, adjacent properties.

## Q: What conditions might they impose?

**A:** Before granting the permit, the hearing examiner may impose conditions that:

- Increase established standards, criteria, and policy requirements.
- Stipulate the exact location to minimize hazards to people, property damage, erosion, landslides, or traffic.

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- Establish parity with other current uses and prevent nuisance-generating features such as noise, odors, air pollution, wastes, vibration, traffic, and physical hazards.
- Ensure compatibility with applicable zoning regulations regarding other existing and potential uses.
- Recognize and compensate for any processes and equipment related to the above-mentioned nuisance-generating features.
- Require posting of construction and maintenance bonds or other security to cover estimated costs.

### **Q: How do I submit a permit application?**

**A:** You must submit your Conditional Use Permit application by appointment only. Request an appointment by going online: [www.snohomishcountywa.gov/PermitAppt](http://www.snohomishcountywa.gov/PermitAppt) or call 425-388-3311 ext. 2790 to schedule an appointment. The Land Use Master Application contains the application submittal instructions. Staff will check over your materials for completeness. You will pay a filing fee to help defray the processing costs. The department will schedule a later hearing date for the application. You will be given the pending Land Use Action posting signs and posting instructions.

### **Q: What happens after I apply for the permit?**

**A:** During the time prior to the public hearing, PDS will notify in writing all property owners of record within 500 feet of your property. The department will conduct a staff review of your request and provide other information, if necessary, for the hearing examiner. You will be notified of the exact time and place of the hearing.

### **Q: What happens at the public hearing?**

**A:** A public hearing will be held. You or your agent must be present to explain your project to the hearing examiner and answer any questions. Anyone who wants to testify for or against your conditional use request will be allowed to do so.

### **Q: When will I find out if my permit has been granted?**

**A:** The hearing examiner will render a written decision on your permit application within 15 days after the hearing. This decision will contain a list of findings of fact and conclusions. If anyone wishes to appeal the decision, the appeal instructions are explained in the decision document.

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